- Before you begin, TURN OFF THE ELECTRICITY. Determine which circuit your new fan will be using and remove the fuse or turn off the circuit breaker at the main electrical panel.

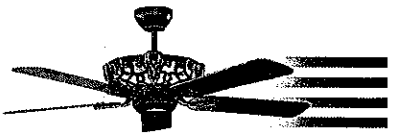
- Make sure that all wiring conforms to national and local electrical codes. If you are in question, obtain a copy of the codes and wire the fan accordingly. Never leave bare wires uncovered *(wire connection)*, use wire nuts to cap all connections. Plastic electrical tape is not recommended.

- When working with electricity, never take short cuts. Follow the code in every respect. Basic requirements for a ceiling fan installed with lights are, 120 volts AC - 60Hz, on a grounded circuit with a 15 amp breaker or fuse. Make sure that your electrical system and choice of location meet these requirements.

- If the location where you plan to install your fan does not already have an electrical outlet, hire a licensed electrician to run the wiring and install an outlet box designed for ceiling fans or heavy fixtures. The outlet box should be able to support a minimum moving weight of 50 pounds and marked "Acceptable for Fan Support" *(Plastic outlet boxes are not recommended for ceiling fan installation).*

- If you plan to use an existing electrical location, check to make sure that the outlet box is not PLASTIC, that it is securely attached and able to support at least 50 pounds of moving weight and marked "Acceptable for Fan Support". If you have any questions, outlet boxes and support systems for ceiling fans are available at most hardware and do-it-yourself centers.

- The location you choose should have a minimum clearance of 20 inches from any wall to the blade tip at any point in its rotation and a minimum of 7 feet from blade level to floor and 10 inches from the blades.



- This ceiling fan was not designed for installation in any location where it might be exposed to moisture or high humidity. Installation in this type of location could be UNSAFE, will most likely damage the fan and its finish... and will VOID YOUR WARRANTY.

- Every effort has been made to provide you with proper instructions for the safe installation of this ceiling fan. You could however, encounter situations or problems not covered in this manual. Should this occur, please refer to a do-it-yourself wiring handbook or hire a qualified electrician to install your fan.

- Never attach the blades to your ceiling fan before the fan body is properly mounted on the ceiling.

- Lubrication of your new ceiling fan is not necessary. The ball bearings have been adequately charged with grease and permanently sealed at the factory so that, under normal conditions, further attention is not necessary.

WARNING

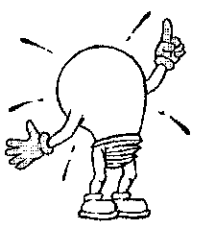
To reduce the risk of fire, electrical shock, or personal injury, mount this fan to an outlet box marked "Acceptable for Fan Support" and use the Mounting Screws provided with the outlet box. **CAUTION:** Install the primary mounting means and use only the hardware provided with the fan.

WARNING

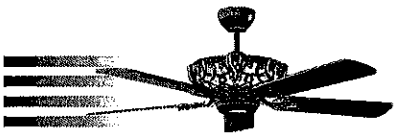
To reduce the risk of personal injury take care not to bend the blade carriers. Be careful not to insert foreign objects into rotating fan blades.

WARNING

The important safeguards and instructions appearing in this manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and careful attention to detail are factors which cannot be built into this product. These factors must be supplied by the person or persons installing, caring for, and operating the unit.



Look for Me!
I have safety Tips and
Ideas for installation



Have you TURNED OFF the Electricity?

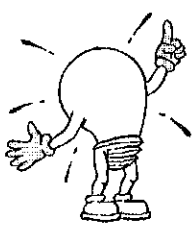
Step 1 Attach the mounting bracket

Loosen the two canopy mounting screws on the downside face of the mounting bracket. Back them out about half way. This will allow for easier installation of the ceiling canopy later *(see figure 1).*

Install the mounting bracket on the electrical junction box in the ceiling using two machine screws, two washers and two lock washers *(see figure 1).*

The mounting bracket has slotted holes to enable it to move sideways for proper alignment. Make sure the mounting bracket is centered over the electrical junction box and that it is securely attached *(see figure 1).*

NO MOVEMENT SHOULD OCCUR BETWEEN THE MOUNTING BRACKET AND THE ELECTRICAL JUNCTION BOX.



Pull the electric wires in the junction box down through the mounting bracket and then bend them up and back out of the way. This will leave the mounting bracket open and ready to receive the ceiling fan (see figure 2).

If you are using an extended support rod, *(longer than the one supplied with your fan)* remove the half ball from the small support rod that came with the fan and put it on the extended support rod. Make sure to retighten the set screw and insert the safety screw.

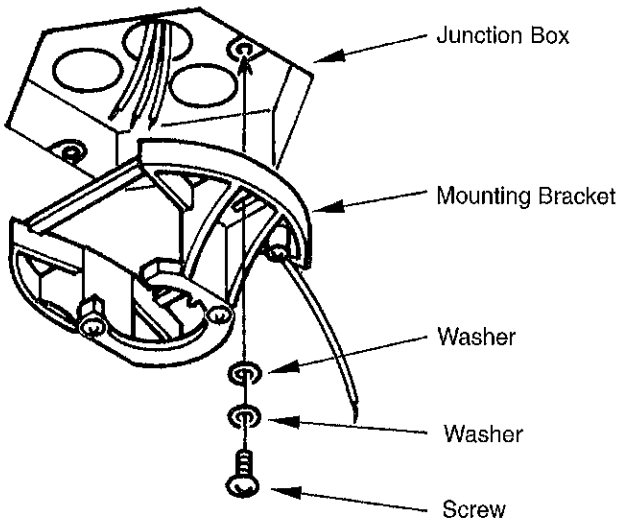


Fig. 1

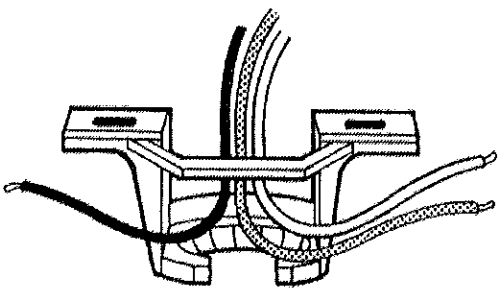


Fig. 2

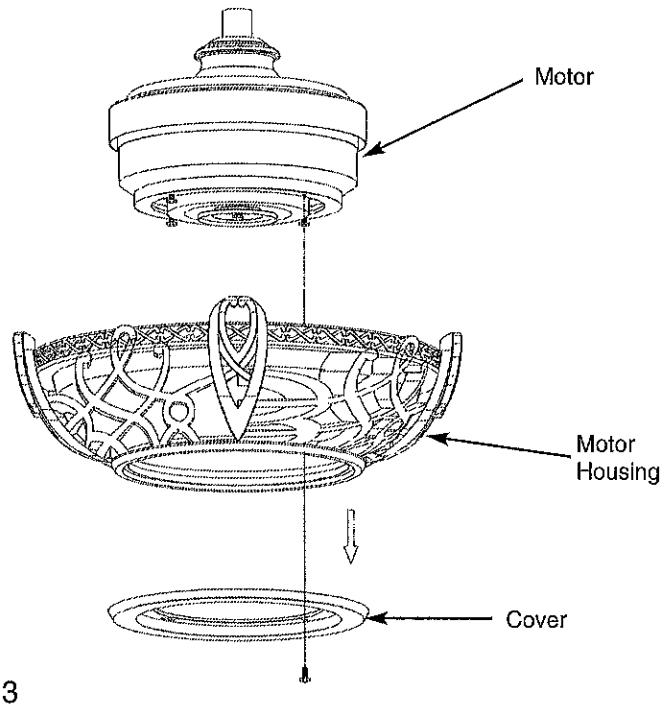


Fig. 3

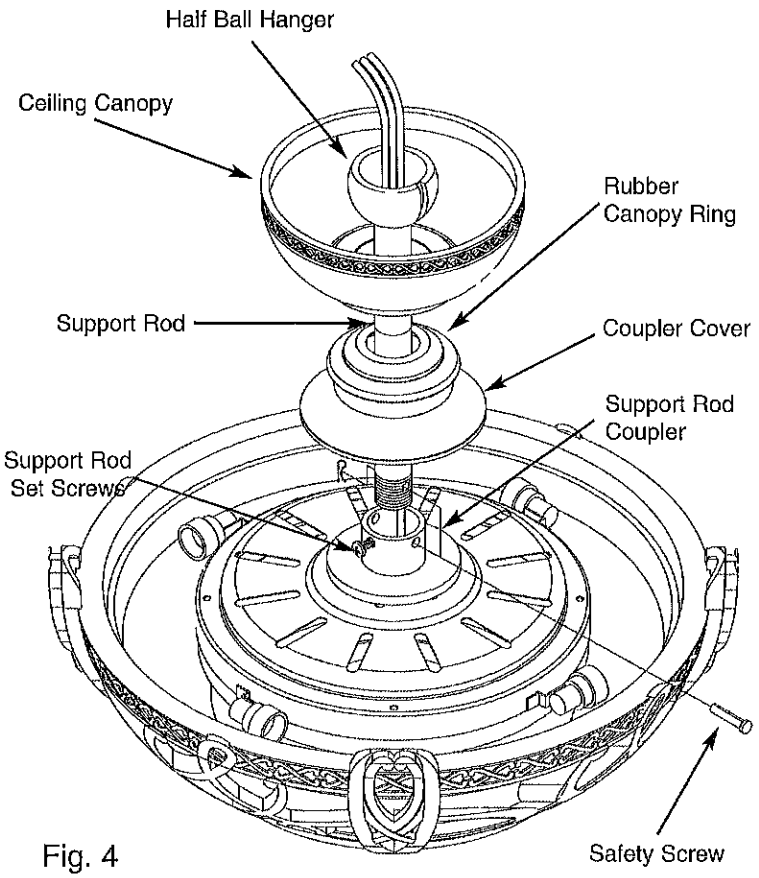


Fig. 4

Step 2 Attach Motor Housing to Motor

Insert the motor housing onto motor

Place motor housing cover onto motor, line up the 3 keyway holes rotate plate; locking it into place.

Insert single screw and tighten *(see figure 3).*

Tighten other 3 keyway screws.

Step 3 Attach the support assembly

Loosen the set screws (2) in the support rod coupler located on the top center of the motor housing *(see figure 4)* until the inside channel is clear.

Remove and save the safety screw from the coupler.

Place coupler cover over the support rod cover.

Place rubber canopy ring over the coupler cover.

Place the ceiling canopy face down (small end) over the support rod coupler on the motor housing.

Slide canopy onto support rod.

Feed the electrical wires from the fan housing through the support rod.

Thread the support rod into the support rod coupler until the safety screw can be inserted through the hole in both the rod and coupler.

Insert the safety screw through the hole in the support rod coupler and support rod then tighten firmly.

Insert the set screw in the coupler and tighten firmly.

Step 4 Putting bulbs in top of fan

Remove screws holding clear dust cover down.

Screw bulbs (4) -included with your fan- into the sockets located in the top of the fan motor housing *(see figure 5).*

Place clear dust cover back over bulb area.

Replace screws you removed previously.

Step 5 Hanging the Fan Body

Notice the half ball on the end of the support rod is grooved down one side *(see figure 6).* This Keyway fits over the small keyway pin on the inside of the mounting bracket and keeps the ceiling fan from spinning on the mounting bracket.

Using your step ladder, lift the fan and place the half ball in the center of the mounting bracket with the keyway pin inserted into the keyway on the ball. Turn the fan left and right slightly to make sure it is seated on the bracket with the keyway pin in the keyway *(see figure 7).*

Trim the lead wires, leaving about six inches of each wire extending from the support rod *(see figure 8).*

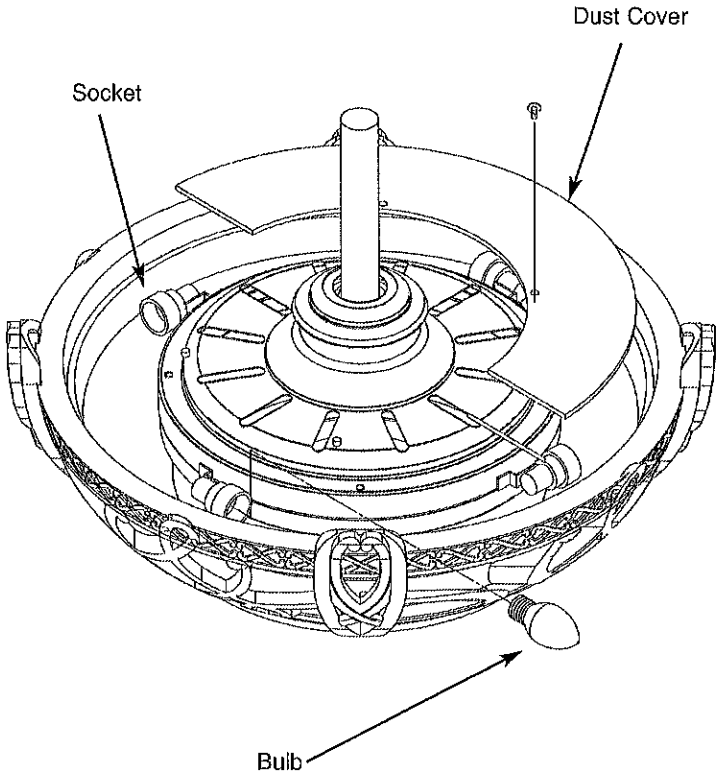


Fig. 5

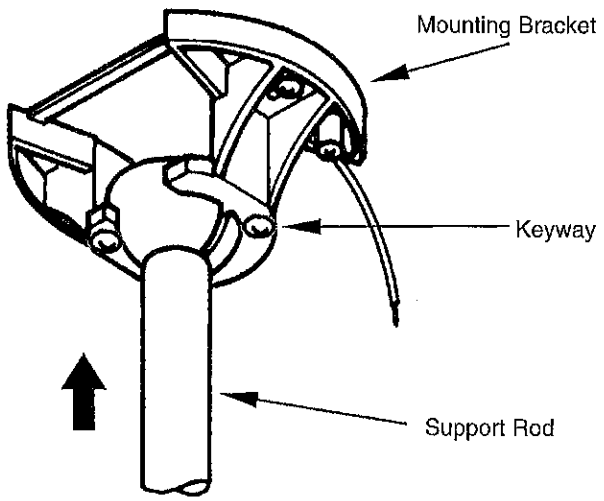


Fig. 6

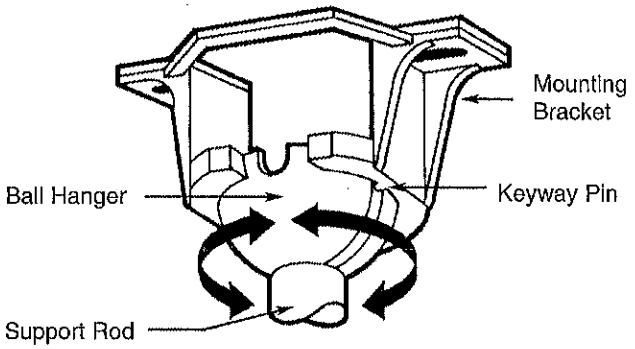


Fig. 7

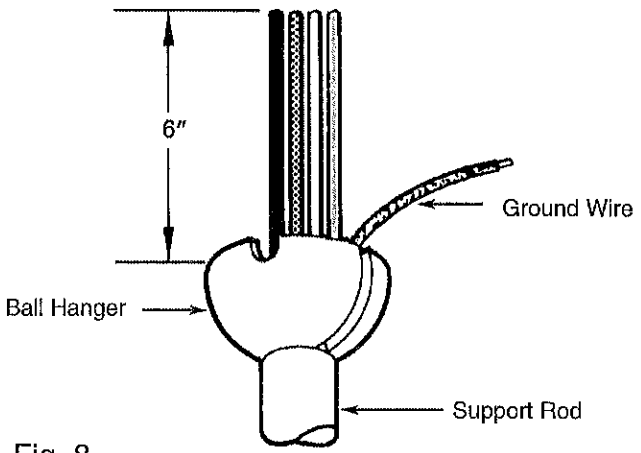


Fig. 8

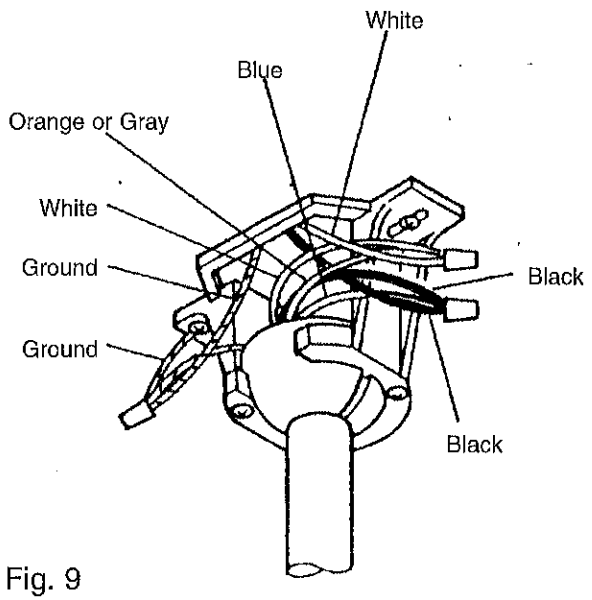


Fig. 9

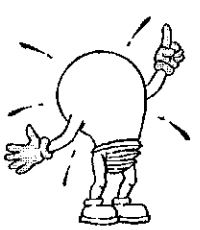
Step 5 Making the Electrical Connections

To operate your ceiling fan with the pull chain(s) and switches mounted on your fan, follow the instructions below:

Attach the **GREEN** wire *(connected to the half ball)* to the GROUND wire in the junction box. The GROUND wire is usually a bare copper wire without plastic insulation. It could also be covered in green plastic insulation *(see figure 9)*.

Attach the **BLACK** wire and the **BLUE** wire from the ceiling fan to the BLACK wire in the junction box.

Attach the **WHITE** wire and **ORANGE (GRAY on some models)** wire from the fan to the WHITE wire in the junction box.

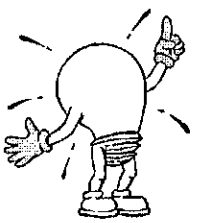


Each of the above connections should be made as tight as possible using the proper size plastic wire nuts. Plastic electrical tape is not recommended for these connections.

Fold the connected wires *(see figure 9)* and push them up inside the electrical junction box with the black and blue wires to one side and the white and green to the other side. Make sure the wire nuts do not come loose during this operation.

Step 7 Attaching the Ceiling Canopy,

Slide the ceiling canopy up into place over the ceiling mounting bracket. Slide rubber canopy cover into place. The two screws on the mounting bracket face should slip through the key hole slots in the canopy *(see figure 10).*



Depending on how deep the electrical junction box was installed in the ceiling, you may have a slight gap between the ceiling canopy and the ceiling.

Junction boxes are commonly installed at different depths in the ceiling, so we have designed the mounting bracket and canopy to allow for this

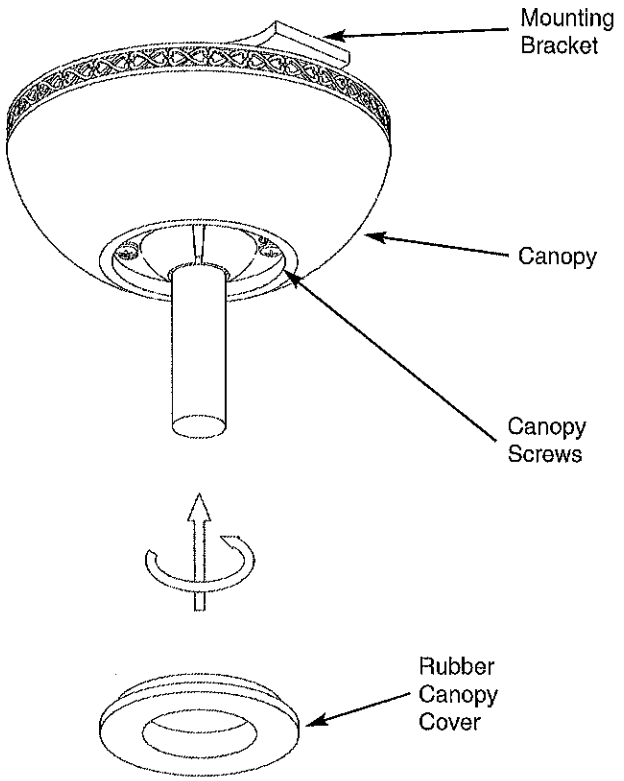


Fig. 10

Step 8 Fan Blade and Blade Arm Assembly

Attach each fan blade to a blade arm with four (4) 3/16" x 1/2" washer head screws and four (4) 3/16" screw pads *(see figure 11).* DO NOT OVER TIGHTEN THESE SCREWS.

Screws should be tightened until the screw pads are compressed by the screw head. Hold the Blade Arm decorative side down and place the blade on top with the flat side of the blade facing down. Each screw is passed through the screw pad and blade and screwed into the blade arm.

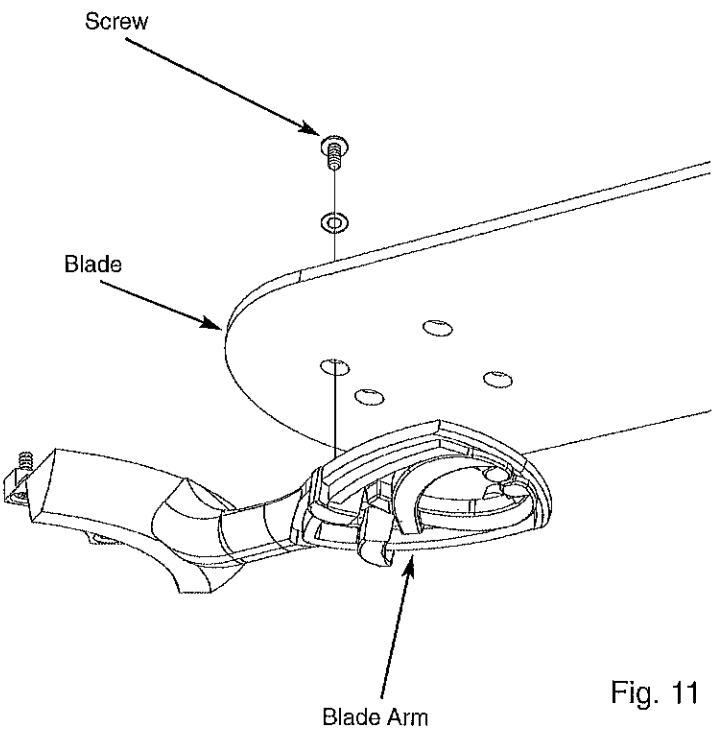


Fig. 11

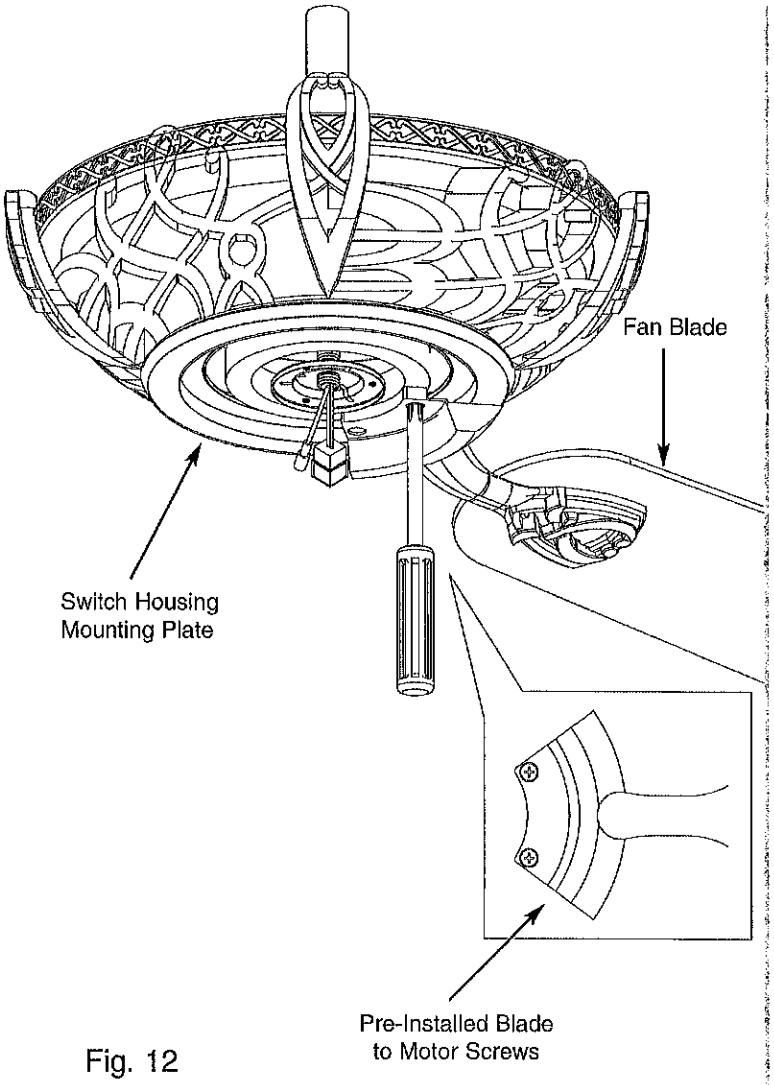


Fig. 12

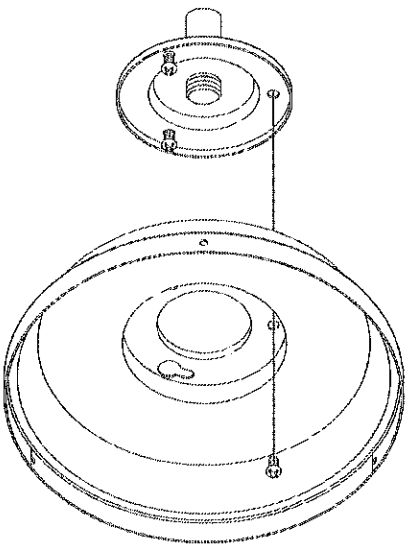
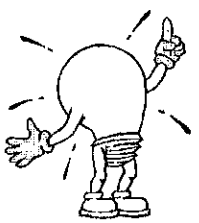


Fig. 13

Step 9 Fan Blade Assembly Installation

Remove the large screws in the face of the motor. Discard any rubber blocks attached to these screws. The rubber blocks are installed at the factory to stabilize the motor during shipment.

Attach each blade to the motor face using the two screws attached to the blade arm *(see figure 12)*. Take care not to bend the blade arms during installation. This will cause your fan to wobble while running.



Try mounting the blades on opposing sides of the motor face, This will help keep the fan more level during blade installation.

Place switch housing mounting plate onto fan, line up the 2 keyway holes and rotate mounting plate; locking it into place.

Insert single screw and tighten.

Tighten other 2 keyway screws *(see figure 13)*.

Step 10 Electrical Switch Housing Installation

Back off (loosen) the three screws on the electrical housing mounting plate attached to the motor shaft *(see figure 15).*

A color coded wire connector (female) is located inside the electrical switch housing *(see figure 14)*, a male connector extends from the mounting plate. **Align the colors on each connector and push them together. The connectors are also notched and will connect only when the colors are aligned.**

Connect the single wire from fan to the single plug in Switch Housing Unit.

The switch housing has three slotted holes around the top. Align these holes with the three screws on the mounting plate. Push the switch housing up and rotate the the right so the screws are at the far left of the horizontal slot.

Tighten each screw.

Step 11 Final Checks

Check all safety pins, set screws and connections are properly in place and tight.

Check blade clearance and rotation.

Attach the decorative pull chain tassel(s) to the switch housing.

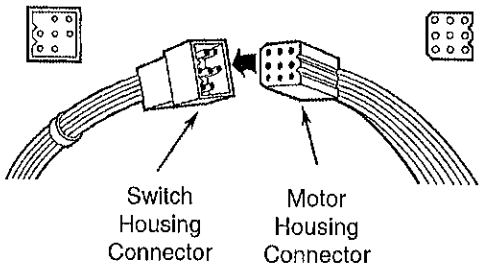


Fig. 14

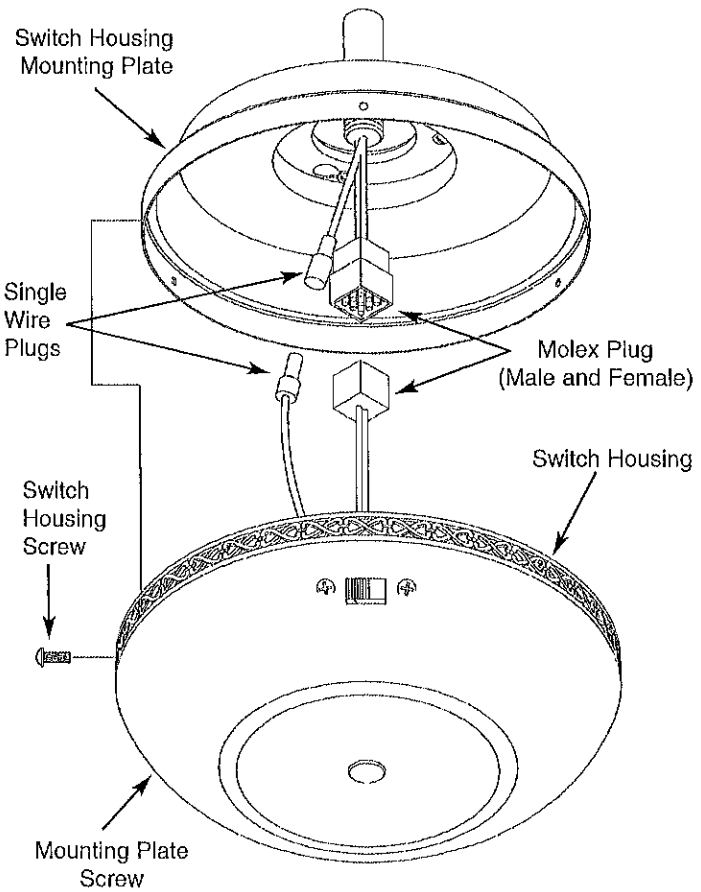


Fig. 15

Optional Wiring Diagrams

Figure 16 illustrates the wiring used to control the fan with a wall switch plus an optional light fixture controlled at the fixture.

Figure 17 illustrates the wiring used to control fan with the pull chain on the electrical switch housing plus an optional light fixture with a wall switch.

Figure 18 illustrates the wiring used to control the fan and optional light fixture with separate wall switches.

Fan controlled with wall switch and Light controlled at fan

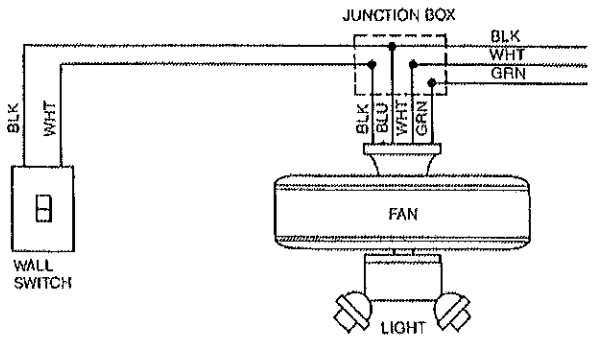


Fig. 16

Fan controlled at fan with Light controlled at wall switch

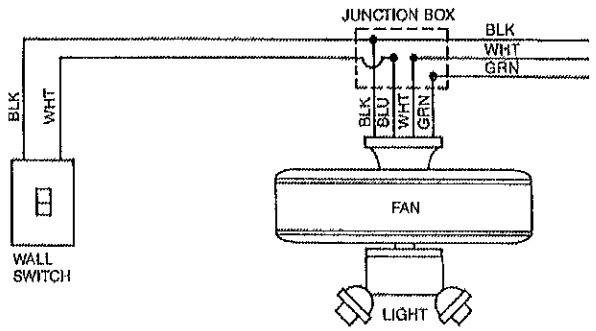


Fig. 17

Fan & Lights controlled by wall switch or switches

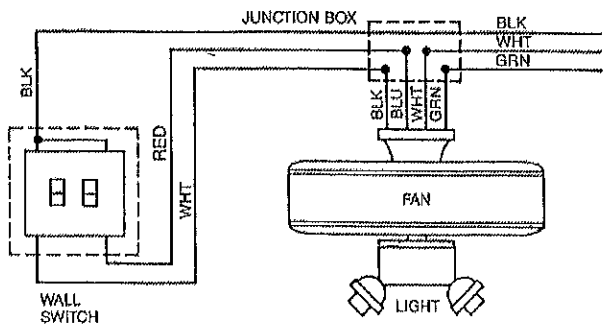
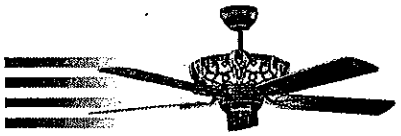
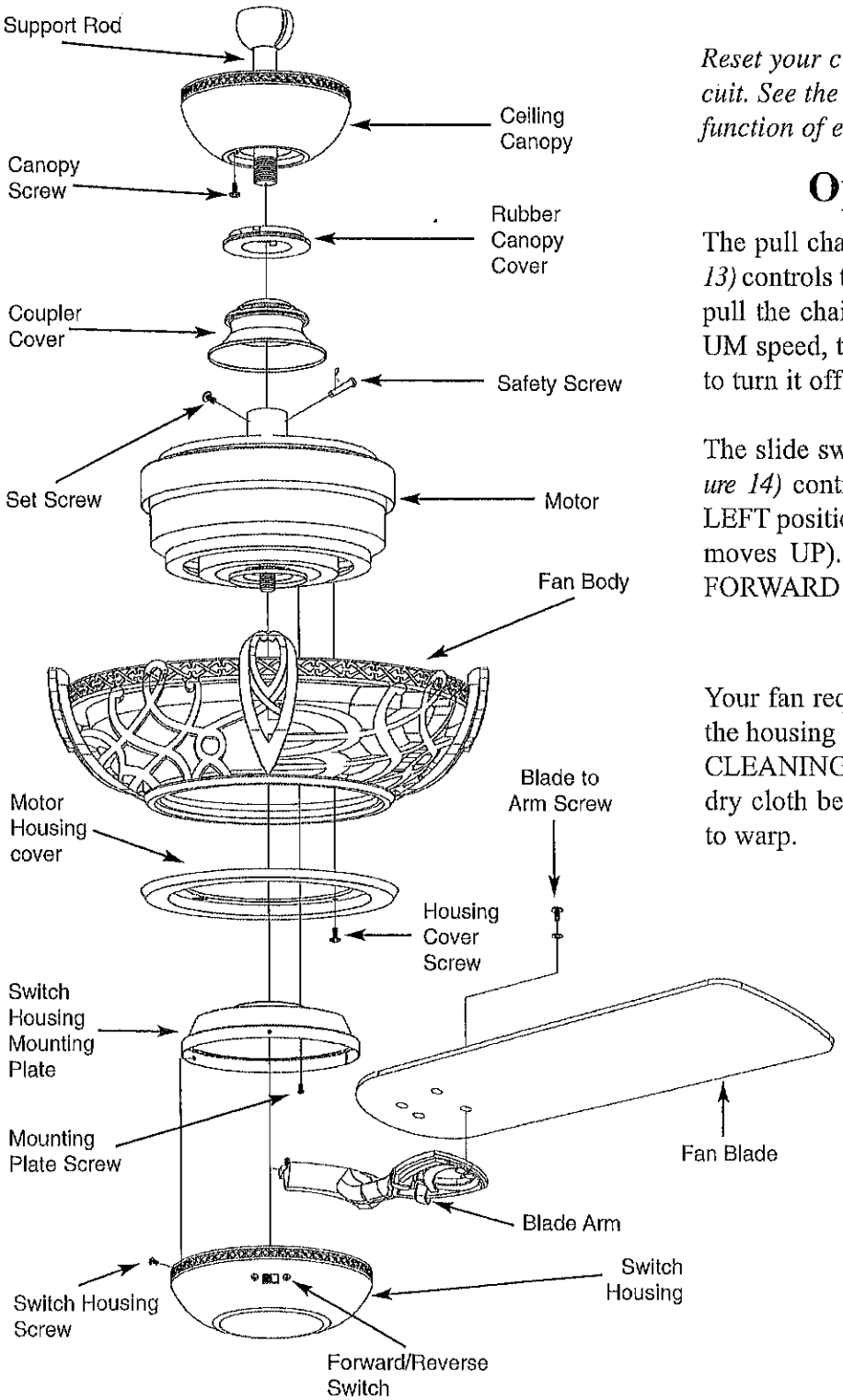


Fig. 18

If you elect to control the motor of your ceiling fan from a wall switch, remember that the wall switch will only turn your fan ON or OFF. The speed can be adjust at the fan.

If you elect to control the speeds of your ceiling fan from a wall switch, YOU MUST set the speed switch on the ceiling fan to HIGH speed and leave it in that setting.





Reset your circuit breaker and restore power to the circuit. See the Operation Instructions below to review the function of each control on your fan.

Operation Instructions

The pull chain located on the switch housing *(see figure 13)* controls the speed of your fan. When the fan is OFF, pull the chain once for HIGH speed, twice for MEDIUM speed, three times for LOW speed and fourth time to turn it off again.

The slide switch located on the switch housing *(see figure 14)* controls the direction of blade rotation. The LEFT position sets the blades in REVERSE rotation (air moves UP). The RIGHT position sets the blades in FORWARD rotation (air moves DOWN).

Maintenance

Your fan requires very little maintenance. Cleaning of the housing should be done with a damp soft cloth (NO CLEANING AGENTS). On the blades, use a duster or dry cloth because any moisture could cause the blades to warp.